

Division of Developmental Disabilities  
State Operated Intermediate Care Facilities for  
Individuals with Intellectual Disabilities  
Governing Body Meeting Minutes

PENDING APPROVAL

**Date:** August 31, 2017

**Time:** 2:00 p.m.

**Location:** Department of Economic Security  
Division of Developmental Disabilities  
1789 W. Jefferson Street, A.D. Conference Room  
Phoenix, Arizona 85007

**Governing Body Committee Present**

Bruce McMorran, ATPC Superintendent; Maureen Casey, Assistant Director, Jeffrey Amberson, Training Officer; Laurie Lockyer, Chief Quality Officer; Dr. Pearlette Ramos, Deputy Administrative Director; Cecilia Robles, Business Operations, Leah Gibbs, Director of Residential Services; Dr. Joanna Kowalik, Chief Medical Officer; Amanda Rogers; Support Services Manager

Visitor: Dr. Jennifer Gray, Health Services

Absent: Sherri Wince, Chief Compliance Officer

**Governing Body Committee Joining Telephonically**

Vicki Kronabetter, Phoenix State Operated Services  
Lucy Mailloux, HR Administrator

Staff: Adrienne McCowan, Administrative Assistant

**Call to Order, welcome, introductions, review & approval of July 27, 2017 draft meeting minutes**

Bruce McMorran called the meeting to order at 2:06 p.m. with a welcome and announced a quorum was present. Following an introduction and a request to review and approve the draft minutes of July 27, 2017, *Maureen Casey made a motion to accept minutes as drafted. Seconded by Dr. Joanna Kowalik. All were in favor, zero opposed and the motion passed unanimously.*

**H&W Independent Solution Update**

Mr. McMorran outlined a conversation he had with Chris Adams who was back on site at the ATPC campus. He discussed moving forward into Phase II of the ACAT training. Mr. Adams identified two members of the ACAT team who will remain specifically spending their time working in homes with other staff team members on ACAT activities. All other ACAT members will hold a weekly meeting where there will be feedback and discussion. Mr. McMorran also mentioned there is a modification on the observation form.

Ms. Casey also discussed using the checklist form as a method to observe and collect data in her visits to Phoenix ICFs and State Operated Group Homes. Ms. Casey encouraged the use of the form to drive performance improvement and to be able to gage where we are and where we are moving to within 90 day cycles. Mr. McMorran stated he will be meeting with Mr. Adams again to discuss the form.

Mr. McMorran also discussed a contract revision regarding H&W returning for an additional session possibly returning the week of September 18<sup>th</sup> with a follow-up meeting in October to assess the process of Phase II and give continued feedback.

Further discussion ensued with Mr. McMorran and Dr. Ramos regarding the intent for the H&W revision to the contract. *Ms. Gibbs also noted through part of the ACAT process and the evaluation from H&W, we identified that there were missing policies in the ATPC policy book and that they need to be created, have been identified, and are being worked upon.*

Ms. Casey related Julius Johnson is currently writing up an external contract for training with LRA Consultants. A discussion ensued with Mr. Amberson and Ms. Casey regarding a training curriculum for trainers.

#### **ATPC Friends and Family Meeting Update**

Mr. McMorran discussed meeting dates for Friends and Family meeting up to four times a year. The next meeting will be September 9<sup>th</sup>. Ms. Casey asked Mr. McMorran and Ms. Gibbs to meet with Lyn Riley, Public Information Officer to discuss Friends and Family meetings.

#### **CMS Updated Emergency Preparation Regulation for ICFs**

Mr. McMorran reported the status of the emergency preparedness plan that ensures the safety of members at ATPC. Anita Colebrook is currently working on the contract for ATPC. Ms. Casey asked if the contract is specific to ATPC. Ms. Gibbs stated one will be needed for the Phoenix program. Dr. Kowalik stated the need for all programs to be on the same emergency preparedness plan. Ms. Casey asked Ms. Robles to make sure all programs are in alignment with the contract that is being worked on by Ms. Colebrook and Mr. Johnson's department.

#### **Facility Staffing**

Ms. Mailloux related professional hires, four nurse will be starting, one on Monday, September 4<sup>th</sup>, two nurses will be starting on Monday, September 11<sup>th</sup>, and the other will be confirming a start date. Ms. Mailloux also stated she was waiting on information from Ms. Gibbs regarding cooks and housekeeping attendants. Ms. Gibbs will be forwarding the information to Ms. Mailloux.

The BCBA position was discussed by Dr. Gray and Dr. Ramos regarding candidates, recruiting and job descriptions barriers. Ms. Mailloux will follow-up with the BCBA position parameters.

The Psychologist description along with salary range, geographical location was discussed for candidates being considered for the position.

Maintenance positions have been posted for Groundskeeper and Plumber salary range is being looked at further.

Three Direct Care positions posted, two events will be taking place in two weeks. Ms. Mailloux reported physicals are delaying hires and it's being tracked by HRA.

Quality Assurance position information position will be updated.

#### **Training Resources Review**

Mr. Amberson briefly reported two training officers are assigned at ATPC, Angie Venne is covering as supervisor for the two officers while fulfilling her position in Tucson. Melinda Churchill's vacant

supervisor position will be converted to a training officer position at ATPC. Ms. Venne will train and supervise the three training officers at ATPC. Two training officers are also located in Tucson who can come up to the Casa Grande office to conduct training.

Active Treatment training was discussed by Dr. Ramos and Dr. Gray. Ms. Kronabetter recommended it go back to a classroom setting with more examples separating Skill Building from the course. Dr. Gray mentioned CMS has an Active Treatment course which she is taking and will provide feedback regarding it.

#### **Physical Environment**

Amanda Rogers discussed maintenance repair items. POs are in process for the installations of exterior doors, floor sweepers and abatement at Anne C. Dew building. DTS has a contractor on site at ATPC who is performing drilling and trenching for fiber optic cables for internet cables.

#### **Policy Review**

Mr. McMorran discussed policy reviews forwarded to board members C-131 Medication Administration was edited to include an additional procedure about medication errors, tracking by nurses, and trending analysis. Chris Adams from H&W met with Allison Scott this week to discuss this policy further.

C-010 Governing Body/Executive Management Team had clinical services added to Area Management and Executive Management Team.

C-129 Abuse, Neglect, and Exploitation was combined into one document for the sake of clarity. H&W reviewed the document and the ATPC Executive Team is currently reviewing.

#### **Budget Review**

Ms. Robles presented a report to Mr. McMorran for ATPC Operating Projection FY18.

#### **Active Treatment Equipment Review**

No additional information since last review.

#### **General Operations Review**

Joe Makua is tracking use of vehicle equipment establishing a baseline and monitoring.

#### **Call to Public**

No comments

All handouts, presentations, flyers and meeting materials are available for review through State Operated Services office.

#### **Adjourn**

Motion by Mr. McMorran to adjourn at 4 p.m. Seconded by Jeffrey Amberson.

#### **Next Meeting Date and Time**

Thursday, September 28, 2017; 2-4:30pm date, time and location to be announced by Public Meeting Notice posted at the Department of Economic Security website <https://des.az.gov/how-do-i/view-public-meeting-notice>.